

RECREATION AFTERSCHOOL PROGRAM (RAP) PARENT HANDBOOK

Welcome to the City of Santa Barbara Recreation Afterschool Program (RAP) for the 07/08 school year. The program is offered for children attending; Cesar, Monroe, OAS, Roosevelt and Washington Elementary schools in grades first thru sixth. Registration begins August 1, 2007.

Please read this parent handbook, as it has been provided to familiarize you with the program. We look forward to providing your child with a safe, supervised and fun recreational experience. Our highly trained staff brings energy, enthusiasm, skill and commitment to making sure your child has fun. All staff are trained in supervising children, program planning along with each staff member having current CPR/First Aid certification and passing a criminal background check.

Information on other Parks and Recreation services and programs are listed in our *Activity Guide* which is available at the Parks and Recreation Office at 620 Laguna Street or online at www.sbparksandrecreation.com. During school breaks check out the cool camps that are offered for elementary school aged children.

Program Overview

The RAP program is recreation-based and takes place directly after school for children who attend that school. The program takes place until 5:30 pm (except Roosevelt School) with organized games, free play, crafts, clubs, sports, tournaments, along with time set aside for homework. Children may begin or end the program at anytime and attend as many days as they would like to attend.

Program Phone Numbers

Each site has a Site Director along with program leaders who are available to assist children or parents with any questions or concerns. We ask that if a concern arises you speak to site director first. If your concern is not addressed please call the main Youth Activities Office (805) 564- 5495 for further assistance. Periodically throughout the school year we'll be handing out parent evaluations and appreciate your input in making the program better or letting us know what we are doing that's fantastic.

In an emergency you may contact your child by calling the Youth Activities Office and they will forward your call to the site director or call them directly for the site director to return your phone call. The RAP Program adheres to all rules and regulations that govern that school (established by the Santa Barbara School District).

Youth Activities Office 564-5495

100 E. Carrillo

Parks & Recreation Office 564-5418

564-5418

620 Laguna Office

Inclusion Coordinator, Donna Glenn R.T. 564-5421

Program Hours

Program hours vary by school and may be subject to change. Hours are limited to sixteen (16) weekly per; the California Community Care licensing laws.

Cesar Chavez: Monday, Tuesday, Wednesday, Friday 3-5:30

Early release day: Thursday 12:00-5:30

Monroe: Monday, Tuesday, Thursday, Friday 2:30-5:30; Wednesday 1:15-5:15

Open Alternative: Monday-Thursday 2:30-5:30; Friday 1:30-5:30

Roosevelt: Monday-Thursday 2- 5:15 & Friday 2-5; any early release days: 11:30-2:30

Washington: Monday to Friday 2:30-5:30

Participant Personal Items & Attire

Each day, your child should bring to these items:

- A daily snack and/or drink, water is preferred
- Attire and shoes appropriate to the school rules, daily activities, and the weather.
- Homework and supplies for doing homework: pencils, eraser, pencil sharpener, etc.
- A school recommended reading book.
- Sunscreen with SPF of at least 30.
- Any extra items needed for field trips or daily activities, if notified by site staff.

We ask that participants not bring candy, gum, animals or toys to the RAP program. The Parks and Recreation Department is not responsible for loss or damage to personal items.

Label your child's possessions with his/her name. Labeled items have the greatest chance of being

RECREATION AFTERSCHOOL PROGRAM (RAP) PARENT HANDBOOK

retrieved in the event they are lost or misplaced. All lost items not claimed by the end of the day will be forwarded to the school's lost and found.

First Time Participants

This recreation program is a terrific experience. However, sometimes in the imagination of a first time or younger participant, it can be frightening. Here are some tips to help your child feel secure and enjoy their experience.

- Prepare your child by helping him/her to understand they are "going" rather than being "sent" to this recreation program.
- Have them attend the program with a friend.
- Review day's schedule of activities with them. Help them to understand what to expect.
- Discuss any special concerns you might have regarding your child with the Site Director.
- Be on time to pick up your participant at the end of a long school and play day.

Sun Protection and Safety

Because many program activities occur outdoors, participants are at risk for sunburn. Please have your child bring sunscreen each day and apply it before participating in outdoor activities. We recommend participants use sunscreen with a SPF of at least 30 that remains in effect after swimming or sweating.

Medication

State law prevents City staff from administering or assisting in the administration of medication. Administration of medication is the responsibility of the parent or guardian. If the participant can administer the medication without assistance or reminders, they will be allowed to do so. If not, the parent or guardian must make arrangements with program staff to have someone come to the program site to administer the medication.

Health & Emergency Issues

Please help us maintain a healthy environment by keeping your child home when he/she is ill. If you are called because your child displays symptoms of being ill, please pick up your child as soon as possible. For the protection of all participants and staff, any participants with an infectious illness or rash, should not attend the program. If staff becomes aware that a participant is sick, the

parents or guardians will be called to immediately pick up the participant. It is imperative you discuss with the Site Director any current health conditions or recent treatments your child has had. You may be asked to provide written authorization from your child's physician before your child is cleared to attend or return to the program.

Sign-in & Sign Out Procedures

Participants are responsible for reporting to the designated RAP area at the end of school. Once the participant has arrived and staff has checked them into the program they must be signed-out by parent/guardian and/or authorized adult on the registration form. No exceptions permitted. If your child has checked into the RAP program they may not leave to attend other programs without an authorized adult signing them out. This policy has been instituted to keep your children safe. Any authorized person will be asked for picture ID for the first week of the program, until staff becomes familiar with family members and/or authorized pick-up.

To have an adult not listed on the *Registration Form* pick up your child in an emergency the parent and/or guardian must provide a written note faxed to Youth Activities Office (805) 897-2520.

When picking up and dropping off your child, please be careful. Parking areas can be crowded with excited participants and others who may not be paying attention to their surroundings. Please read and follow the school's parking regulations.

Late Pick-up Policy: Please adhere to the agreed-upon pickup time at your particular school. Parents, guardians or authorized adults picking up children late will be charged \$5 for each 15 minutes beginning at the end of the program. This fee will be added to your registration account, except for the last week of the program when the cash need to be taken to the program when you are picking up your child. More than three (3) late pick-ups per session will be reviewed and may lead to removal of participant from the program. Two site staff stay for all late pick-ups. If more than one child in the same family remains at the site for a late parent, both children are charged.

RECREATION AFTERSCHOOL PROGRAM (RAP) PARENT HANDBOOK

Code of Conduct & Participant Conduct

To ensure the quality of programs and public safety, we ask all program participants, staff, parents, spectators, coaches and volunteers to abide by this Code of Conduct:

- *All persons shall act with respect towards other persons for their privacy and safety.*
- *Physical or verbal abuse of any kind will not be tolerated.*
- *All persons shall treat public and private property and equipment with respect.*
- *Program rules and regulations shall be observed at all times.*

In addition, participants are required to abide by school and any site specific rules.

Our staff utilizes positive reinforcement and a caring atmosphere to encourage good behavior. Staff will promote and model appropriate behavior with clear guidelines and expectations. Inappropriate behavior by a participant will be addressed in a sensitive manner, and the participant will be redirected towards proper behavior. ***If a behavior becomes so disruptive that it is unacceptable, the participant will be placed on a Behavior Contract.*** The goal of this contract is not to remove your child from the program, but to change their behavior. ***However, if inappropriate behavior continues after the behavior contract is in place, the participant may be asked to leave the program.***

Aquatic Activities

Field trips may be taken to City pools, beaches or other locations with water. When participants visit an aquatic environment, certified lifeguard(s) with rescue equipment will be present, and, our staff will give a safety and boundary orientation to participants. Staff will access information on beach advisories through the Beach Status Report from Santa Barbara County Environmental Health Services. Staff will adhere to the unsafe or beach closure rules and will select an alternative beach site as needed. Participants will not be allowed to enter the water at creek outlets.

Transportation of Participants

Field trips to some of Santa Barbara's fantastic recreational and educational sites may be a part of the program. Some field trips may involve walking to a destination. When participants are

transported, vehicles inspected by City Motor Pool and approved by the California Highway Patrol, or public buses, trolleys or other City-approved vehicles will be used. Our drivers possess a 'Class B' Commercial Drivers License with Passenger Endorsement. Staff is never allowed under ANY circumstances to transport participants in their personal vehicles. As required by law, seat belts will be worn at all times by staff and passengers. ***Participants must be well behaved and follow good passenger etiquette to enjoy the privilege of being transported in City vehicles.***



Emergencies

City staff is trained and prepared for emergency situations. Staff will utilize the Emergency Medical System (EMS) 911 consistent with their training. During an emergency, staff will make every attempt to contact parents, guardians or listed emergency contacts. If emergency medical attention is required and we cannot reach a parent or guardian, your *Permission to Authorize Treatment* from the *Registration Form* will be utilized. This authorization is given pursuant to the provisions of section 6910 of the Family Code of California.

RECREATION AFTERSCHOOL PROGRAM (RAP) PARENT HANDBOOK

Each school has an evacuation plan and an alternative emergency location. The evacuation plan and alternative emergency location will be posted at each site. This plan may be implemented during a fire, natural disaster or other emergency. Staff will contact and follow the direction of emergency personnel or the school's administration during an evacuation. Staff's role will be to protect and support the participants through this difficult time. The Site Director will contact City Administration, parents and/or designated persons with information on your participant and how to be reunited. You may also contact the Youth Activities Office or the Parks and Recreation Office. KEYT-TV and 1250AM radio are the official media sources used by the City to relay information to the public.

Child Abuse Policy: Mandated Reporting

Parks and Recreation Department staff are legally required to report known or suspected instances of child abuse of a child under 18 to a child protective services agency, immediately by telephone and in a written report within 36 hours of receiving information concerning the incident. (*Penal Code Section 11164 et seq.*)

Refund Policy

A 100% refund will be given for activities cancelled by the Parks and Recreation Department. Refund requests made prior to the start of an activity will be granted without explanation, and will be subject to a 10% service charge. Refund requests made during the course of an activity will be prorated and then subject to a 10% service charge.

Session Payment Due Dates

On-time payments are **required** for your child to participate. Session payments are due one week before the session begins as follows: A late fee of \$10.00 per week will be charged for each account not kept current. If special circumstances occur please call and speak to the RAP Coordinator, 564-5495. Registration is available on line for regular sessions, but please have participant take computer receipt to site director. No partial payment accepted.

- **Session 1-** August 27 – October 8
Payment is due by August 20, 2007
- **Session 2-** October 9 – November 20



Payment is due by October 1, 2007

- **Session 3** -November 27 – January 28
Payment is due by November 19, 2007
- **Session 4-** January 29 – March 12 payment is due by January 22, 2008
- **Session 5-** March 13- May 7
Payment is due by March 6, 2008
- **Session 6-** May 8 – June 19
Payment is due by May 1, 2008

RAP Punch Card

If you only need the RAP program on special days or on an occasional basis, a ten (10) visit Punch Card may be purchased. A card will be issued upon registration that the participant takes to the program the first day of attendance. The site director will keep only one (1) the already purchased Punch Card at the site and let parents know when another card needs to be purchased or brought from home. There is no restriction on how many cards may be purchased throughout the school year but visits not used are not refundable. One card per participant only, family members cannot share one (1) card.

Registration for a punch card can only be done in person at the main Parks & Recreation Office, located at 620 Laguna. The office hours are Monday-Thursday from 8am -5 pm.

RECREATION AFTERSCHOOL PROGRAM (RAP) PARENT HANDBOOK

Scholarships

Scholarship assistance may be available to qualifying families. An application form can be downloaded or picked up at the main Parks & Recreation office or the Carrillo Recreation Center, 100 E. Carrillo. The application may take up to two weeks to process so; it is recommended that a drop-in punch card be purchased if you need the RAP program immediately.

The program must be used on a full time basis in order to keep the scholarship active.

Other scholarship options thru Cal Works may be available. For more information please call the RAP coordinator (805) 564-5495.